

Length of chapel programs and faculty attendance at chapel was discussed. The president asked that all who go to chapel remain for the entire program.

The President then stated that it was very necessary that final grades for the first semester be turned in to the Registrar's office at the earliest possible moment, as it was necessary to check them prior to making up the workshop list.

The President also stated that he felt the faculty should sit on the rostrum during convocation programs, except at such times as the programs may prohibit same.

The most suitable time for faculty meetings was then discussed. The President stated that he would like to suggest a time when it would be possible for all faculty members to be present. He stated that he expected the entire faculty to attend the faculty meetings.

Atjourned at 5:30.

  
Secretary

February 18, 1936.

The faculty held its regular meeting February 18, 1936.  
Upon roll call the following were absent:

Miss Braun  
Louise Caudill  
Lucille Caudill  
Mr. Davis  
Mr. Downing  
Dr. Estrem  
Mr. George  
Dr. Hoke  
Miss Humphrey  
Mr. Lloyd  
Miss Bettie M. Robinson  
Miss Troemel  
Dr. Falls  
Mr. Nickell  
Miss Smith  
Miss Exer Robinson  
Mr. Scroggins  
Mr. Bradley  
Mrs. Blessing

In the absence of President Babb, Dean Vaughan presided.

Robert Alfrey, Editor of the 1936 annual, appeared before the faculty, and presented the following plans for faculty pictures in the annual:

Plan No. 1 - to have individual photographs taken and have each faculty member mounted on a separate block to enable it to be used as an isolated cut on different occasions. Cost \$2.00 per person.

Plan No. 2 - to have faculty pictures as informal snapshots to be taken by the editor at a cost of 50¢ per person to help pay for picture and engraving bill.

Plan No. 3 - to have a "home portrait" type of picture made by the Raconteur photographer in a setting chosen by the subject, at a cost of 50¢ per person.

After considerable discussion of the three plans, it was moved, seconded and carried that Plan No. 3 be adopted. Motion was made, seconded and carried that the faculty get in touch with the photographer that they might have their pictures made.

Dean Vaughan stated that he would like to have summer school catalog printed prior to the annual meeting of the Kentucky Education Association in April, and asked that material for the same be turned into his office as soon as possible. The dean also discussed at length the large number of small classes for the present semester, as well as the grades given for the past semester.

Adjourned at 4:50.

*Anna B. Carter*  
Secretary

March 18, 1936

The faculty held its regular meeting on Tuesday, March 18, 1936.

President Babb introduced Dr. Floyd of the State Board of Health, who gave a short talk on tuberculosis. Dr. Floyd stated that he and a nurse from the State Board of Health expected to be on the grounds for several days in connection with giving the tuberculosis test. All faculty members were asked to take part in this enterprise. A special chapel was called for March 18, in order to acquaint the student body with the same.

Upon roll call, all members were present except:

Mrs. Claypool  
Coach Downing  
Dr. Hoke  
Mr. Senff  
Dr. Falls  
Dr. Miller  
Mr. Scroggins

The president then gave a discussion of a recent conference with the administration at Frankfort in regard to the budget of the Morehead State Teachers College for the next biennium.

Dean Vaughan again brought up the matter of improving college instruction. Questionnaires were distributed among the faculty, with the request that those who desired to return them to the dean, do so together with any comment they cared to make.

Adjourned at five o'clock.

Anna B. Carter  
Secretary



April 21, 1936.

The faculty held its regular meeting Tuesday, April 21, in Room 8. Upon roll call the following were absent:

Mrs. Claypool  
Coach Downing  
Mr. Judd  
Mr. Lloyd

Dr. Falls  
Miss Milton  
Miss Exer Robinson  
Mr. Scroggins

The President stated that he had quite a number of items for discussion.

The most convenient time for all members to attend faculty meetings was discussed. It was agreed to meet at 3:45 for an indefinite period, in order to ascertain if that time would be more suitable than four o'clock.

The president asked that all keys to the auditorium be handed to him or to Mr. Rice.

Budgeting for next year was discussed at length. It was thought advisable to place all departments on a budget for the coming year.

It was stated that the summer school for 1937 would continue for eight weeks in length. It was further stated that this would not interfere with salaries.

Election of faculty and other employees of the institution was also discussed at length.

The financial status of the institution for the next two years was then presented. It was stated that our budget had been reduced considerably, and it was well to consider carefully the expenditures of each department of the college, in order to protect the salaries of all concerned.

There was some discussion of the inauguration of the president, to be held Tuesday, May 5, 1936.

Adjourned at 5:10.

*Anna B. Carter*  
Secretary

May 19, 1936

The facult met May 19. All members were present, except:

Mrs. Claypool	Mr. Downing
Mr. George	Mr. Hogge
Mr. Peratt	Mr. Senff
Dr. Falls	

The proposition of N. Y. A. students selling examination questions was discussed at length.

The president stated that he had asked Mr. Rice to get together any equipment that might be scattered about the campus. He referred especially to the home economics tables and sewing machines. He suggested that this equipment should be disposed of, as it probably would not be needed further by the institution.

It was requested that any correspondence referred to the faculty either be answered or returned to the President's office.

Workships for the summer terms were discussed. It was stated that it was the intention of the administration to reduce the number of workships for the summer school.

The type of students that should be encouraged to enter summer school was discussed. It was suggested that students graduating from high school in June should not be encouraged for the summer school.

The President stated that if there were any members of the faculty who did not wish to be reemployed for the coming year, such members should inform him, or if any desired leave of absence, they should do likewise.

The matter of reemployment for next year was discussed. The President stated that the reelection of faculty members would take place as soon as it was convenient to do so.

The President then expressed his appreciation to the entire staff, and especially to the committees, who assisted in the inauguration program.

A Magazine published by the faculty of Muskingum College was then read by Dean Vaughan.

The Dean then asked all who desired caps and gowns for commencement to call at book store, and leave order for same.

A special meeting of the faculty was called for 4:35 Monday, for the purpose of passing on degrees and diplomas for the graduates.

It was moved, seconded and unanimously carried that no final grades be given out until five o'clock Friday afternoon.

Adjourned at 5:10.

Anna B. Carter  
Secretary



May 25, 1936

The faculty held a special meeting on Monday, May 25, at 4:35 P.M., for the purpose of considering candidates for high school diplomas, and degrees.

As chairman of the Certificates Committee, and upon the statement of the registrar <sup>that the candidates for degrees and high school diplomas, ~~had met all the requirements~~</sup> Mr. Lappin moved, and Dean Vaughan seconded that the following be awarded the said degrees and high school diplomas:

Bachelor of Arts

Katherine V. Blair  
Samuel McKee Bradley

Kathleen Palmer Morris

Roy C. Caudill  
Paul Wilson Holman, Jr.

Bachelor of Science

Tandy Prewitt Chenault

Bachelor of Arts in Education

Ollie S. Adams  
Sara Elizabeth Baldrige  
Pearl Bates  
Theresa Nell Cassity  
Hargis Caudill  
Mildred Louise Fair  
Lorena M. Gilmore

Oma Mae Willoughby

June Eldora Grumbles  
Mrs. Beatrice L. Hayes  
Clyde K. Landrum  
Lutie D. Nickel  
William P. Renfro  
Gaynelle Vice  
Frank Webb

Bachelor of Science in Education

Robert S. Alfrey  
Murvel C. Blair  
Raymond J. Brooker  
Orville B. Hayes

Roy Vanderpool

Anna Elizabeth Justice  
John Hager Moore  
Daisy Gladys Rose  
William Davis Stephens

High Distinction -Oma Mae Willoughby  
Distinction- Lutie D. Nickel

High School Diplomas

Marjorie Hawkins  
Josephine Alfrey  
Opal Blanton  
Dorsey Long  
James Johnson  
Murvel Hogge  
Charles Barnes  
Mayma Myers Lowe

Pauline Butcher  
Orville Redwine  
Dorothy Nash  
Ralph Holbrook  
Jean Dillon  
Elizabeth Ricketts  
Virginia Vencill  
James Babb

Upon roll call, the following were absent:

Mr. Davis	Mrs. Claypool
Mr. Downing	Mr. George
Dr. Hoke	Mr. Horton
Mr. Hudson	Mr. Mays
Mr. Senff	Mr. Young

The faculty voted unanimously that the degrees and diplomas be awarded to the above list.

After a discussion of the case of Paul Holman regarding the requirement of 7 hours of Mathematics, it was voted unanimously to set aside the requirement and allow Mr. Holman to graduate with 6 hours of Math. This was due to the fact that the dean of the college had told him that this could be done.

Anna B. Carter  
Secretary



June 16, 1936

The faculty held its regular meeting on Tuesday, June 16. Upon roll call, the following were absent:

Mrs. Claypool	Coach Downing
Mrs. Hall	Dr. Hoke
Mr. Hudson	Dr. Lloyd
Miss Neal	Mr. Senff
Mrs. Silver	Dr. Miller
Miss Smith	Mr. Scroggins
Mr. Birckhead	

The President stated that he had an eight-point program for discussion. The first topic of his program was the method of estimating salary due teachers when absent on account of leaves of absence, or other wise.

The matter of requisitions was next discussed. It was stated that requisitions for supplies should be handed in to the business office at an early date, in order that the books may be closed by July 1.

The set-up as to how purchases may be made was discussed at length. Also dates for department heads to give to the business agent requisitions, or dates when requisitions will be considered was discussed. It was suggested that the first and the fifteenth of the month would be the most desirable dates.

The policy in regard to employment of teachers, particularly concerning recommendations of heads of departments was discussed.

Operating the institution on a budget next year was also discussed again. It was suggested that each department should operate on a budget system, and that a meeting of the heads of the different departments, together with Mr. Blair, the Business Agent, and Mr. Lane, the Bookkeeper should be held at an early date, in order to make plans for such.

After a further discussion, a meeting was called for Thursday afternoon, at 3:45, to discuss the proposed budget system.

Adjourned at 4:30.

*Anna B. Carter*  
Secretary

July 9, 1936

The faculty met July 9.

There was a discussion of the committee appointments made for next year.

There was an invitation to the entire faculty to attend a swimming party and dinner on the evening of July 9. There was also an invitation to a free picture show.

The president asked that those interested in workshops for the last summer term see him not later than Saturday.

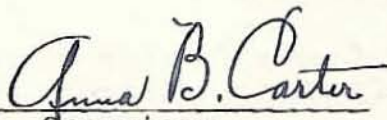
The president then discussed the new state organization procedures, as follows:

- Method of buying
- Method of depositing receipts of the college
- No more paying in advance
- No more cashing of checks
- Treat the business agent's office with the same respect that we do a classroom.

All were asked to place return address on outgoing mail, to please check book supplies in the bookstore.

The Employment Questionnaire as sent out by the department at Frankfort was then discussed, and all members of the faculty were handed a copy of said questionnaire, with the request that same be filled in and returned to the President's office within the next week.

Adjourned.

  
Secretary

July 21, 1936

The faculty held its regular meeting July 21. All members were present, except:

Mr. Davis	Mr. Downing
Mrs. Claypool	Mr. Horton
Mr. Hudson	Dr. Hoke
Mr. Young	Mr. Hudson

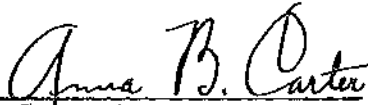
The President stated that all bills should be in the business agent's office by the end of the summer school, and that all expense accounts should be turned in promptly.

All who had not filled in the Employment Questionnaire were asked to do so at once, and turn the same in to the President's office.

The President suggested that it would be well for all members of the faculty to note the annual report in the business office.

There was a discussion of workshops for the coming year. It was stated that the regular workshop list had been reduced to 40 in number, and that this number should be standardized. The remainder of the help will be N. Y. A. aid, it was announced, and it was further suggested that all should be sure that a place existed, that is, show the need for student help and then select the person that will fit that place. The question was raised as to whether N. Y. A. aid should be given to local people. Also, the question, how much money should a student expecting to receive N. Y. A. aid have at the time he enters the institution, was discussed. It was commonly agreed that he should have at least \$85.00 for the semester, in addition to N. Y. A. aid. Care in selecting students for N. Y. A. students; what is the relation of the business office to the N. Y. A. students; whether N. Y. A. students should be required to take meals in the cafeteria, and the cafeteria in general were discussed. It was agreed that all N. Y. A. students should be required to take their meals in the cafeteria.

Adjourned.

  
Secretary



October 20, 1936.

The first regular meeting of the school year was held October 20, 1936.

Upon roll call, all members were present except:

Mr. Downing	Geo. Young
Miss Exer Robinson	Thomas D. Young
Len Miller	Ellis Johnson

Joining the E. K. E. A., and the K. E. A. was the first item for consideration. After some discussion of the matter, it was moved by Miss Moore that the faculty join both associations 100%. Motion was seconded by Dr. Falls and unanimously carried. All were asked to pay the usual fee of \$2.00 to the business office, at which time and place the membership cards would be distributed.

A letter from Dean Taylor, in regard to joining the National Education Association was then read. Upon discussing the matter at length, the President asked those who wished to join the N. E. A. to please pay the annual dues of \$2.00 to Dean Vaughan, who in turn would send the dues in to the Association.

It was stated that a Research Committee had been named recently, and that this committee had been doing a great deal of work which was very beneficial to the college. The members of the committee are - Dr. Miller, Chairman, Mr. Haggan, Mr. Horton and Mr. Jackson.

The most suitable time for faculty meetings was again discussed. It was commonly agreed that the usual time, the Third Tuesday of each month at 3:45 would be continued for the remainder of this semester. The proposition of having two faculty meetings each month, on Tuesday evenings, one meeting to be devoted to business organization and general routine, and the other meeting to be devoted to professional growth was discussed, but no action was taken.

The annual Morehead Dinner at the E. K. E. A. was then brought up. It was stated that the dinner would be given on Friday evening, November 13, at the Henry Clay Hotel, and that the price would be 80¢ per plate. It was also stated that classes would be dismissed for the E. K. E. A.

It was commonly agreed to dismiss classes for the football game with Eastern on Friday, October 30. A committee, consisting of Dean Nickell, Dean Smith and Miss Exer Robinson was named to arrange for transportation for those who wished to go. Dean Nickell was also asked to sell the tickets for the game.

A letter in regard to salary deductions in case of illness was read by the President.

It was announced that the meeting of the Kentucky Association of Colleges and Secondary Schools would be held in Lexington October 30, 31. Mr. Babb, being President of the Association, and Dean Vaughan and Dr. Welter being on the program, it was stated that all who wished to attend the meeting would be privileged to do so.

The meeting adjourned at five o'clock.

Anna B. Carter  
Secretary

Approved:

December 15, 1936.

November 24, 1936.

The faculty held its regular meeting on November 24, 1936. Upon roll call, all were present, except:

Dr. Judd	Coach Miller
Mr. Nickell	Miss Bettie Robinson
Miss Exer Robinson	Mr. Peratt

It was stated that the faculty stenographer would be available for use by the faculty for mid-semester examination, for the remainder of the present week.

All who had expense accounts in connection with attending the Eastern Kentucky Education Association at Ashland were asked to file same at once.

Those desiring additional space or changes in the Administration Building after the different departments have moved into the Science Building were asked to make their requests in writing.

A plan or method of authorization to persons soliciting funds off the college campus for student and college publications or for any other purpose was discussed at length. It was moved by Dr. Black that the following resolution be adopted:

"No student, member of the faculty or other employees of the Morehead State Teachers College shall, in the future, have the authority to solicit funds for any student publication or college publication, or for any other purpose in which the college is directly interested, unless said solicitor shall have in his or her possession a letter of authorization, signed by the President, setting forth the specific purpose for which funds are being solicited".

Motion was seconded by Dr. Falls and unanimously carried.

What to do with magazine solicitors, Red Cross solicitors, and other types of money collectors on the campus was next considered. It was commonly agreed that such solicitations should not be sanctioned on the college campus.

Joining the National Education Association was again placed before the faculty. No definite action was taken, but the President asked all who would like to join, do so at once, and to pay their dues to Dean Vaughan.

A more suitable time for faculty meetings was discussed. It was felt that the time, 3:45 on the third Tuesday of each month, was the most suitable to all concerned.




The President stated that one of the main objectives of the institution and of the faculty should be to properly and continuously publicise the institution. It was further stated that our chief objective should be to get students, and more students, and that competition is peculiarly and exceptionally strong.

The President also stressed the need for expansion, and that our appropriation for our next biennium would depend upon our enrollment.

Plans for a K. E. A. breakfast or luncheon was discussed. It was moved, seconded and unanimously carried that we plan for a breakfast or luncheon for the next meeting of the K. E. A. in April, definite plans to be announced later.

Adjourned at 5:05.

  
Secretary

Approved:

December 15, 1936.

December 15, 1936.

The faculty met in Room 8 of the Administration Building, on Tuesday, December 15, at 3:45 P. M. The minutes of the meetings held October 20 and November 24 respectively were read and ordered approved, with the exception of the statement in the minutes of November 24 which referred to solicitations on the campus. After some discussion of this statement, it was suggested by the President that it read "such solicitations should not be sanctioned on the campus".

Upon roll call, the following were absent:

Ellis Johnson  
Len Miller

J. T. Mays  
Exer Robinson

Now and when to make out expense accounts was explained by the President. He stated that those who had expense accounts against the college should first go to the Business Agent's office and procure regular requisition and expense account blanks, and take these blanks to the faculty stenographer to be typed. After having the blanks typed, they should then be turned over to the Business Agent's office, to be presented to the President for final O. K. before being sent to Frankfort, at which place checks are made out and forwarded to the Business Agent for final distribution. The President further stated that no trips should be taken for which expenses are expected to be paid by the college without the proper authorization.

The use of the Swimming Pool was discussed. It was felt that the Swimming Pool was being used too much for swimming parties, and that these parties interfered with the swimming pool fees. It was also felt that swimming parties would have to be eliminated. Attention was called to the fact that all persons who are admitted to the swimming pool are required to pay a fee of \$1.00, are to have a medical examination, and present medical card from the school physician.

Student activities was the next item for discussion. It was suggested that there were too many student activities on the campus. All faculty members were urged to be very considerate in accepting sponsorship for any student activities.

An outline for using the auditorium stage was given by the President. All were asked to cooperate with the janitor in charge of the auditorium-gymnasium in order to keep the stage in presentable condition at all times.

The question of chapel announcements was next brought up. After considerable discussion, it was thought best to make brief announcements prior to the beginning of the chapel program.